

Shire of Lake Grace

Ordinary Council Meeting

MINUTES

28 MAY 2025

Meeting Commencing at 3:30 pm

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Acknowledgement of Country

I wish to acknowledge the traditional Custodians of the land on which we meet today, and pay my respects.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.



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SHIRE OF LAKE GRACE

Minutes of the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 28 May 2025 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

President Len Armstrong opened the meeting at 3.32pm

2.0 ACKNOWLEDGEMENT OF COUNTRY

I wish to acknowledge the traditional Custodians of the land on which we meet today, and pay my respects.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

3.1 PRESENT

Cr LW Armstrong	Shire President
Cr SG Hunt	Deputy Shire President
Cr R Chappell	
Cr RA Lloyd	
Cr BJ Hyde	
Cr AJ Kuchling	
Cr DS Clarke	

3.2 APOLOGIES

Nil

3.3 IN ATTENDANCE

Mr Alan George	Chief Executive Officer
Mr Aaron Wooldridge	Deputy Chief Executive Officer
Mrs T Hall	Manager Corporate Services
Mr C Elefsen	Manager Infrastructure Services
Mrs A Adams	Executive Assistant

3.4 OBSERVERS / VISITORS

Nil

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6.0 PUBLIC QUESTION TIME

No public in attendance

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8.0 NOTATIONS OF INTEREST

8.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A

Nil

**8.2 DECLARATIONS OF FINANCIAL PROXIMITY INTEREST – LOCAL GOVERNMENT ACT
1995 SECTION 5.60B**

Nil

**8.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS
1996 SECTION 34C**

Cr Clarke declared an interest in Item 14.4.5 – Request for Waiving of Hall Hire Fees, Lake Grace DHS P&C as the President of the P&C is a family member.

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

RECOMMENDATION / RESOLUTION

RESOLUTION **14037**

Moved: **Cr Chappell**
Seconded: **Cr Clarke**

That the following announcement by the President be noted for inclusion in the Minutes of the meeting:

Office of the Auditor General:

I wish to extend Council's congratulations to Manager of Corporate Services Tegan Hall and her team for the results of the 2023 / 2024 audit. The Auditor General has named the Shire of Lake Grace as one of the top 20 shires who displayed best practice for timeliness and quality of financial reporting and controls.

This is a significant achievement and one that all staff who are involved in the Shire's financial controls and who were involved in the audit process can be proud of.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde,
Cr Clarke**
Against: **Nil**

10.0 CONFIRMATION OF MINUTES**10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 23 APRIL 2025****RECOMMENDATION / RESOLUTION**

RESOLUTION **14038**

Moved: **Cr Hyde**
Seconded: **Cr Kuchling**

That the Minutes of the Ordinary Council Meeting held on Wednesday 23 April 2025 be confirmed as a true and accurate record of the meeting.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**
Against: **Nil**

10.2 SPECIAL COUNCIL MEETING

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUNCIL

Nil

13.0 REPORTS OF COMMITTEES

13.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 27 MARCH 2025

RECOMMENDATION / RESOLUTION

RESOLUTION **14039**

Moved: **Cr Clarke**
Seconded: **Cr Kuchling**

That the Minutes of the Lakes Combined Local Emergency Management Committee held on Thursday 27 March 2025 be received.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**
Against: **Nil**

13.2 BUSH FIRE ADVISORY COMMITTEE MEETING 3 APRIL 2025

RECOMMENDATION / RESOLUTION

RESOLUTION **14040**

Moved: **Cr Hyde**
Seconded: **Cr Clarke**

That the Minutes of the Shire of Lake Grace Bush Fire Advisory Committee held on Thursday 3 April 2025 be received.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**
Against: **Nil**

13.3 TOURISM ADVISORY COMMITTEE MEETING 20 MAY 2025

RECOMMENDATION / RESOLUTION

RESOLUTION **14041**

Moved: **Cr Clarke**

Seconded: **Cr Kuchling**

That the Minutes of the Shire of Lake Grace Tourism Advisory Committee held on Tuesday 20 May 2025 be received.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**

Against: **Nil**

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 TRANSFER OF FUNDS – LRCIP PHASE 4 PROJECTS

Applicant	Internal Report
File No.	0829
Attachments	Nil
Author	Jason Lip, Technical Officer
Disclosure of Interest	Nil
Date of Report	28 May 2025
Senior Officer	Craig Elefsen, Manager Infrastructure Services

Summary

For Council to authorise the transfer of funds from cancelled Local Roads and Community Infrastructure Projects to 121302 “Lake Grace Footpaths Cap Exp” and a new Job for asphaltting of the Lake Grace Medical Centre carpark.

Background

The Shire had received funding from the Commonwealth Government under the Local Roads and Community Infrastructure Program (LRCIP) Phase 4 to deliver several projects before the deadline of 30 June 2025.

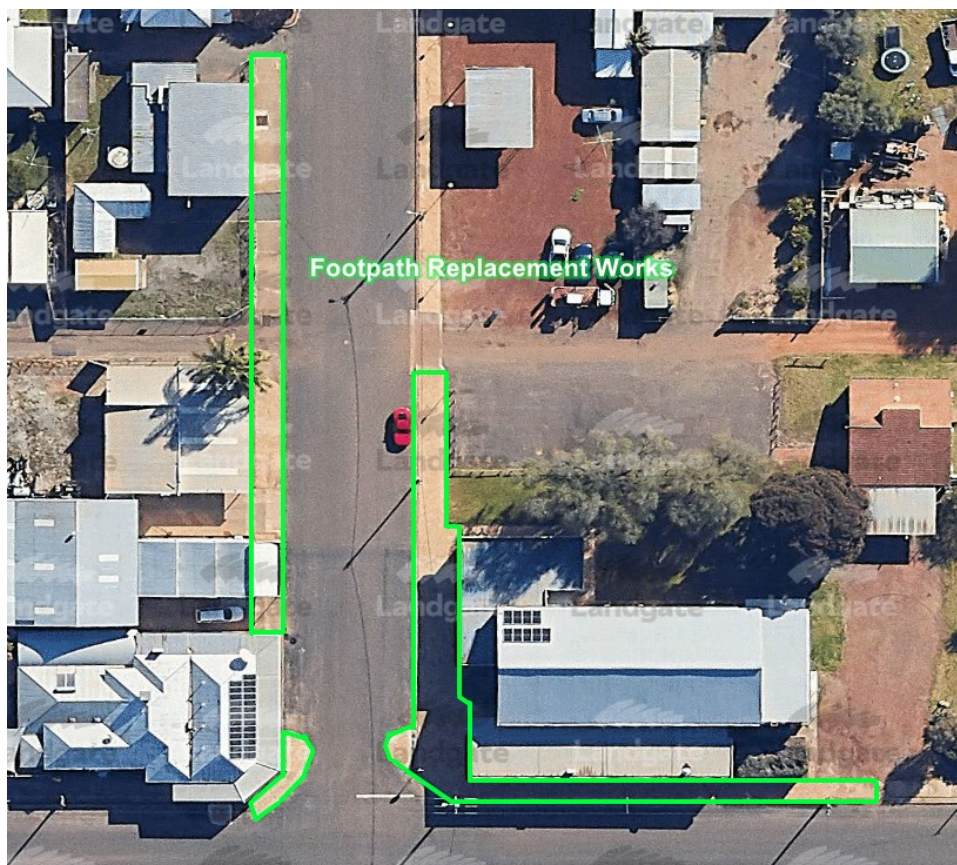
Contractors have advised the Shire the Lake Grace Lookout and Jam Patch walkway won't be completed prior to the 30th June 2025 deadline. It is recommended to bring forward the proposed

footpath works and the Lake Grace medical centre carpark projects to utilise the LRCIP funding and use shire funding in the 2025/26 annual budget to complete the Walkway and lookout projects.

Comment

Given the short deadline to have projects completed, this has greatly limited us to shovel-ready projects that can be completed quickly (including any procurement processes). After some discussion we have decided to nominate large-scale footpath replacement works along McMahon Street and around the Lake Grace Hall, and the asphaltting of the Lake Grace Medical Centre carpark as two additional projects for LRCIP. These projects were to be included in the 25/26 annual budget therefore we are theoretically bringing these projects forward to this financial year to allow funding for the Lake Grace Lookout upgrade and Jam Patch walkway in the 25/26 annual budget.

For the footpath project, this section of footpath to be replaced, which on McMahon Street stretches from the Post Office crossover to the south crossover for Maalouf Ford, and all the brick paving around the Lake Grace Hall from the east terminus on Bennett Street to the laneway on McMahon Street.



Problems include being sunken in spots, raised in others, and having sudden differences in grade from path to crossover or around existing infrastructure i.e. Telstra pits, sewerage manholes making plenty of spots tripping hazards, places that could damage gophers, jostle prams and send bicycles careening. Remediation would best be done across the entire section instead as the

ground underneath requires flattening and re-compacting, then filled with reinforced concrete to resist impact and heavy traffic.

Additional decoration is planned for the concrete section around the Lake Grace Hall to retain the detail and colour of the existing brick paving pattern.

The budget for Lake Grace Footpath Capital works is insufficient, hence this agenda item to request transfer of budget from cancelled LRCIP projects to this one. From quotes received budget will need to be increased by around \$210,000 of its current amount.

It is expected that this project will be completed within 4 week, before the 30 June 2025 deadline.

For the carpark asphaltting project, the Lake Grace Medical Centre carpark is uneven from spot patching throughout the years, with numerous holes and long cracks in the bitumen seal across the entire area. Due to the holes in the seal, stormwater will infiltrate the subgrade and further weaken it causing more instability in the grade of the surface.

To fix this any bumps or lifts will be planed down to a uniform level prior to laying asphalt across the carpark, lifting the area by around an inch and a half and sloping it towards the existing drainage pipe to the north to shed stormwater away.

Siteworks will take around a day and will run from the entrance of the carpark via the shared driveway to the east end of the carpark, but not including the driveway up the hospital side of the building.

There is no existing Job for this so one will need to be created to the amount of \$55,000.

Legal Implications

Local Government Act 1995

Division 4 – General financial provisions

6.8 Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
 - (b) is authorised in advance by resolution*...

** Absolute majority required*

Policy Implications

Nil

Consultation

Internal: Alan George, Chief Executive Officer
Craig Elefsen, Manager Infrastructure Services

Financial Implications

Jobs will be impacted per below

Job Description	Job #	Current Budget	Proposed Change	Proposed Budget	YTD Actual
Lake Grace Footpaths Cap Exp	121302	\$50,000	+\$216,000	\$266,000	\$2,128
Lake Grace Medical Centre Carpark Asphaltting	New	\$0	+\$55,000	\$55,000	\$0
LG Lookout Upgrade	1325031	\$100,000	-\$55,000	\$45,000	\$35,530
Lake Grace Public Hall Cap Exp	LGPHCAP	\$153,647	-\$84,100	\$69,547	\$7,737
Lake King Sports Pavilion Cap Ex	113014	\$10,000	-\$10,000	\$0	\$0
Jam Patch – New Walk Way Cap Exp	113076	\$124,000	-\$121,900	\$2,100	\$2,100
Total		\$437,647	\$0	\$437,647	\$59,460

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Environment Objective - Protect and enhance our natural and built environment		
Outcome	4	A well maintained attractive built environment servicing the needs of the community
Strategies	4.1	Maintain, rationalise, improve or renew buildings and community infrastructure
Social Objective - A valued, healthy and inclusive community and lifestyle		
Outcome	6	An engaged, supportive and inclusive community
Strategies	6.1	Maintain and enhance services and infrastructure that meets the needs of the community
Outcome	7	A healthy and safe community
Strategies	7.1	Improve access to sport, leisure and recreation facilities, services and programs
Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning

Voting Requirements

Absolute majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14042**

Moved: **Cr Chappell**
Seconded: **Cr Clarke**

That Council:

Authorise the increase in budget of:

- 121302 “Lake Grace Foots Cap Exp” by \$216,000, and
- New Job for “Lake Grace Medical Centre Carpark Asphaltting” by \$55,000; and

Authorise the decrease in budget of:

- 1325031 “LG Lookout Upgrade” by \$55,000,
- LGPHCAP “Lake Grace Public Hall Cap Exp” by \$84,100,
- 113014 “Lake King Sports Pavilion Cap Ex” by \$10,000, and
- 113076 “Jam Patch – New Walkway Cap Exp” by \$121,900.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**
Against: **Nil**

14.2 PLANNING

14.2.1 PLANNING APPROVALS UNDER DELEGATION P01

The following applications for planning have been approved by the Chief Executive Officer under the Delegation P01 as legislated by the *Planning and Development Act 2005*, Planning and Development (Local Planning Schemes) Regulations 2015 – schedule 2 (Deemed Provisions) clauses 82 to 84 and the Shire of Lake Grace Local Planning Scheme No.4:

There are no planning applications approved under delegation for this reporting period.

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 LAKES EQUESTRIAN RIDING CLUB - LAKE KING

Applicant	Lakes Equestrian Riding Club - Lake King
File No.	0556
Attachments	1. Club response to questions from previous determination 2. Draft Lease
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	9 May 2025
Senior Officer	Alan George – Chief Executive Officer

Summary

At the 23 April Ordinary Council Meeting Council approved in-principle the establishment of facilities for the Lakes Equestrian Riding Club on portion of Reserve 20321 on which is located the sporting and recreation facilities at Lake King and is under Management Order to the Shire of Lake Grace which gives power to lease for a period up to 21 years subject to Ministerial Approval. In-principle approval was given subject to determination of the size of the area required, confirmation of the proposed layout and the Shire assistance required. This has now been received and is considered sufficient information to allow the project to commence subject to the execution of a lease agreement and Ministerial Approval of the lease.

Background

According to some local historians, land for a pony club was originally set aside in the southeast corner of adjoining Reserve 21238 which is on the corner of Newdegate-Ravensthorpe Rd and Varley Rd. This reserve is also under Management Order to the Shire for Recreation and Museum. There is little or no evidence of any pony club remaining on the site as the indicated area is now heavily vegetated.

The Club currently meets at private properties in Lake King and are now seeking a permanent base on which to expand.

The Club approached us with a proposition to base the Club on Reserve 20321 which currently consists of the town oval and sports facilities and the town hall, go-kart track and buildings. The proposed site is largely clear of vegetation and would basically only needs a good cleanup to make it usable. An indicative plan of the area was supplied for reference.

The following Council Resolution was made:

RECOMMENDATION / RESOLUTION

RESOLUTION **14032**

Moved: **Cr Hyde**

Seconded: **Cr Clarke**

That Council:

Approves in principle the establishment of facilities for the Lakes Equestrian Riding Club on portion of Reserve 20321 subject to further determination of the size of the area required, confirmation of the layout and Shire assistance required.

CARRIED **4/0**

For: **Cr Armstrong, Cr Hunt, Cr Hyde, Cr Clarke**

Against: **Nil**

Comment

The Club has now provided the information requested and the response is attached.

For ease of fencing and security of the area the area requested has been 'squared off' and increased though the footprint of the improvements have not.

The Club advises that the only assistance required is the lease agreement, approval and start date. A draft lease agreement has been prepared in-house. Ministerial approval to the lease is required prior to any works commencing. If Council approves the project the approval will be sought.

The Club has applied for funding to the value of \$5,000 from the Shire Community Funding Program to assist with some of the setup costs of the infrastructure.

This is considered a worthwhile project worthy of Council support as it is largely self-help and provides support to additional facility to this small progressive community.

Legal Implications

A draft lease has been prepared in-house for forwarding to the Club and Minister. The lease agreement is subject to Ministerial Approval which gives the Shire the right to lease for a period of up to 21 years.

Policy Implications

Nil

Consultation

Lakes Equestrian Riding Club
Ms Cindy Atkins – President
Ms Jana McLean – member
MIS Craig Elefsen
Alan George CEO

Financial Implications

The lease document has been prepared in-house from templates provided by McLeods Barristers and Solicitors therefore there is minimal cost to administration.

The Club has applied for funding of \$5,000 from the Shire Community Funding Program to assist with purchase of materials for the arena.

The Club members and supporters will construct the facility through their own resources.
The Shire will assist with the cleanup of dumped rubble and waste currently present on the site.

Any future requirements for water and/or electricity supply would need to be considered on merits moving into the future.

The lease yearly lease payment to be set at a Peppercorn amount of \$1.00 subject to review after the initial 5 year lease.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Economic Objective - A prosperous economy supporting diversification of industry		
Outcome	3	An attractive destination for visitors
Strategies	3.1	Promote and develop tourism as part of a regional approach
	3.2	Maintain and enhance tourism related infrastructure and attractions
	3.3	Continue to provide and maintain visitor support services
Social Objective - A valued, healthy and inclusive community and lifestyle		
Outcome	6	An engaged, supportive and inclusive community
Strategies	6.1	Maintain and enhance services and infrastructure that meets the needs of the community
	6.2	Maintain and support the growth of education, childcare, youth and aged services

	6.3	Actively promote and support local events and activities for the community
Outcome	7	A healthy and safe community
Strategies	7.1	Improve access to sport, leisure and recreation facilities, services and programs
	7.2	Provide and advocate for medical and health services
	7.3	Support provision of emergency services and encourage community volunteers

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14043

Moved: Cr Lloyd

Seconded: Cr Hyde

That Council:

Approves the establishment of facilities for the Lakes Equestrian Riding Club Inc. on portion of Reserve 20321 subject to the execution of a lease for a period of 5 years with a further 5 year option and subject to Ministerial Approval. The lease payment to be set at the Peppercorn amount of \$1.00 p.a. subject to review at the expiry of the first 5 year term.

CARRIED 7/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke

Against: Nil

14.4.2 ESTABLISHMENT OF LAKE CAMM (FARMER RESPONSE) BUSH FIRE BRIGADE

Applicant	Shire of Lake Grace
File No.	0182
Attachments	Nil
Author	Mr Ryan Sutherland, Community Emergency Services Manager
Disclosure of Interest	Nil
Date of Report	19 May 2025
Senior Officer	Mr Alan George, Chief Executive Officer

Summary

Per BFAC Resolution 06/2025, the Shire of Lake Grace Bush Fire Advisory Committee endorse the formation of a Bush Fire Brigade (BFB), to be known as Lake Camm Bush Fire Brigade (*the Brigade*). The Brigade's profile is to be "farmer response" and the Brigade is to consist of farmer response volunteer firefighters who reside within the Shire of Lake Grace north of Lake King – Norseman Road. For further detail regarding BFB profiles, see Attachment 1: Bush Fire Brigade Profile Selection Guidelines, *LGGs Manual for Capital and Operating Grants*, DFES (2024).

Background

The Shire operates Varley BFB and Lake King BFB located in the northeast of the Shire. Both brigades are profiled as a "settlement brigade" and, as such, are equipped with Local Government Grant Scheme (LGGs) funded fire appliances. The Shire of Lake Grace maintains a legal obligation to ensure the training of all workers (including volunteers) under its direction, including in the use of Shire fire appliances.

Due to the brigade profile of Varley BFB and Lake King BFB, and their allocation of a fire appliance, volunteer firefighters registered with those brigades must undertake up to two and a half days of training (consisting of the courses *Bushfire Safety Awareness* and *Firefighting Skills*) as a minimum requirement. Concurrently, volunteer firefighters registered with a farmer response BFB must, as a minimum requirement, undertake the half day training course *Rural Fire Awareness*. For further detail regarding BFB training requirements, see Attachment 2: Shire of Lake Grace Bush Fire Service (BFS) Training Program (2022).

Due to the Shire's BFS Training Program (2022), the courses *Bushfire Safety Awareness* and *Firefighting Skills* have been delivered at Lake King BFB (September 2024) and Varley BFB (February 2025). However, the Shire has identified volunteer firefighters who are either unable or unwilling to comply with the requirement to complete these courses. This issue is unique to the Varley and Lake King areas because elsewhere within the Shire of Lake Grace farmer response BFBs exist nearby fire brigades equipped with a fire appliance. Such brigade arrangements create alternative options subject to the training a volunteer may to commit to.

Currently, 33 volunteer firefighters registered with Lake King BFB (22 of 39 members) and Varley BFB (11 of 32) currently meet the minimum training requirement for a farmer response brigade, but not the minimum requirements of a settlement brigade. Additionally, 24 volunteer firefighters registered with both brigades do not currently meet the minimum training requirements to be a

member of either a farmer response or settlement BFB. As such, it is proposed that these members be invited to:

- 1) undertake *Bushfire Safety Awareness* and *Firefighting Skills*; or, alternatively,
- 2) join the proposed Lake Camm BFB.

Comment

Additional training courses are to be made available at Varley and Lake King BFB. However, to support all volunteer firefighters, additional brigade and training options assist the Shire to maintain BFBs compliant with the training program. The establishment of a farmer response brigade, proximate to Lake King and Varley BFBs, will provide an option for existing volunteer firefighters who are unable to complete *Bushfire Safety Awareness* and *Firefighting Skills*.

The formation of Lake Camm BFB will assist the Shire and volunteer firefighters to clearly outline the differing duties, responsibilities and expectations of settlement and farmer response brigades. This provides the Shire grounds to implement the training program without, at first instance, requiring the resignation or cancellation of volunteer memberships.

Legal Implications

Bush Fires Act 1954 (WA) s 41(1):

A local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades.

Shire of Lake Grace Bush Fire Brigades Local Law (2015) Pt 2.1(1):

The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.

Work Health and Safety Act 2020 (WA) s 19(3)(f):

A person conducting a business or undertaking must ensure the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking.

Policy Implications

Compliance with the Shire of Lake Grace BFS Training Program (2022).

Consultation

Community consultation provided via:

- the Shire of Lake Grace Bush Fire Advisory Committee (03 April 2025); and,
- liaison with Captain John Zurnamer, Varley BFB (07 January 2025).

Financial Implications

Nil

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan:

Social Objective - A valued, healthy and inclusive community and lifestyle		
Outcome	7	A healthy and safe community
Strategies	7.3	Support provision of emergency services and encourage community volunteers
Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements
	9.3	Provide a positive and safe workplace
	9.4	Establish and maintain community endorsed levels of service across all functions of Council

This Item aligns with the Shire of Lake Grace Public Health & Wellbeing Plan 2022-2026

Outcome	12	A Healthy and Sustainable Community
	12.4	Engage with agencies to maintain safe roads, provide bushfire protection and monitor climate change impacts.

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14044**

Moved: **Cr Kuchling**

Seconded: **Cr Hunt**

That Council endorse that the Shire of Lake Grace establish and maintain a farmer response Bush Fire Brigade to be known as Lake Camm Bush Fire Brigade.

CARRIED: **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**

Against: **Nil**

14.4.3 APPROVAL OF LEASE FOR PORTION OF RESERVE 46769 – 79 STUBBS ST LAKE GRACE SUBJECT TO MINISTERIAL APPROVAL

Applicant	Nutrien Ag
File No.	0366
Attachments	Draft Lease Agreement
Author	Alan George - Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	12 May 2025
Senior Officer	Alan George - Chief Executive Officer

Summary

For Council to approve the lease of portion of Reserve 46769 (79 Stubbs St) to Nutrien Ag Solutions to allow for additional storage subject to Ministerial Approval of the agreement to lease.

Background

At the 27 September 2023 Council meeting the following resolution was made regarding the approval to amend the designated purpose of the reserve over which the Shire has a Management Order with the power to lease or sublease for any term not exceeding 21 years, subject to Ministerial Approval.

RECOMMENDATION / RESOLUTION

RECOMMENDATION 13743

Moved: Cr Hunt

Seconded: Cr Clarke

That Council authorises the Chief Executive Officer to request the Minister for Lands to amend the designated purpose of Crown Reserve 46769 from "Parking, Recreation and Automatic Weather Station" to Parking, Recreation, Automatic Weather Station and Storage Area" with the power to lease or sub-lease or licence for any term not exceeding 21 years.

CARRIED 5/0

For: Cr Armstrong, Cr Chappell, Cr Hunt, Cr Lloyd, Cr Clarke

Against: Nil

Comment

This has become a long, drawn-out process due to several factors including the request being bandied around several government departments.

The final dealing was lodged with Landgate by DPLH however we are still waiting on confirmation of the dealing.

As this also relies on Ministerial approval of the lease, and due to the length of time that this dealing has taken to come to fruition, Council approval to the lease and to seeking Ministerial approval is sought to not delay the lease any further once advice that the designation change has been received.

To that effect a draft lease has been prepared and is attached and is in readiness for seeking Ministerial approval as soon as DPLH and Landgate approve the change in designated use of the Reserve.

Legal Implications

The draft lease agreement has been prepared for a period of 5 years with a further 5 year option Under the Management Order to the Shire of Lake Grace the shire has the power to Lease or Sub Lease for any period up to 21 years subject to Ministerial Approval.

Policy Implications

Nil

Consultation

Nutrien Ag
DPLH
Landgate

Financial Implications

The Lease Agreement has been prepared In-House.

It is recommended that the Lease payment be based on the minimum UV/GRV Value of vacant light industrial/ commercial land within the town of Lake Grace which currently is \$550 pa subject to annual review.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Economic Objective - A prosperous agricultural based economy supporting diversification of industry		
Outcome	1.1	An innovative, productive agriculture industry
Strategies	1.1.3	Support and promote the agricultural productivity of the district
	1.1.5	Liaise with key stakeholders for the improvement of the agricultural industry
Outcome	1.2	A diverse and prosperous economy
Strategies	1.2.2	Support local business and promote further investment in the district

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategies	4.1.2	Promote and advocate for the community and district
Outcome	4.2	An efficient and effective organisation
Strategies	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14045

Moved: Cr Lloyd

Seconded: Cr Hunt

That Council:

Subject to acknowledgement of the approval of the change in designated use of Reserve 46769 from 'Parking, Recreation and Automatic Weather Station" to "Parking, Recreation, Automatic Weather Station and Storage Area", approves the lease of portion of Reserve 46769 being Lot 364 (79 Stubbs St) on Deposited Plan 28253 to Nutrien Ag Solutions for additional storage purposes, subject to Ministerial Approval.

CARRIED 7/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke

Against: Nil

14.4.4 REQUEST FOR WAIVING OF PAVILION HIRE FEES – LAKE GRACE/PINGRUP JUNIOR FOOTBALL CLUB

Applicant	Lake Grace/Pingrup Junior Football Club
File No.	0080
Attachments	Letter from Lake Grace/Pingrup Junior Football Club
Author	Kylie Armanasco – Administration & Records Officer
Disclosure of Interest	Nil
Date of Report	20 May 2025
Senior Officer	Aaron Wooldridge – Deputy Chief Executive Officer

Summary

For Council to consider waiving the hire fees for the Lake Grace-Pingrup Junior Football Club associated with hosting the Great Southern Junior Sports Carnival.

Background

On behalf of the Ongerup Football Association, the Lake Grace-Pingrup Junior Football Club (LGPJFC) will be hosting the Great Southern Junior Football Carnival at the Lake Grace Sports Pavilion on Sunday 15 June 2025.

The LGPJFC submitted an application to hire the pavilion and utilise both football ovals. The hire fee was calculated at the current 2024/2025 budgeted rate, totalling \$211.00 including GST.

The Great Southern Junior Football Carnival requires four fields to accommodate eight junior teams and 168 players. As the only sporting facility in the region with the capacity to host the event, the LGPJFC offered to host. The carnival is operated at no cost to the players or teams participating, so as to reduce volunteer workload and remove barriers for participation.

The football club will provide the catering, and no financial benefit is gained by the LGPJFC in hosting the day. LGPJFC volunteers mark the fields and complete set up and pack down.

Comment

The Great Southern Junior Football Carnival is a successful fee-free sporting event for children, coordinated by volunteers. No financial gain is made by the football club or Ongerup Football Association, however the event brings with it economic benefits for the Lake Grace business community, with eight teams and their families and supporters visiting Lake Grace on the day.

Legal Implications

Nil

Policy Implications

Local Government Property Local Law 2015

Consultation

Kylie Armanasco – Administration & Records Officer

Financial Implications

Lake Grace/Pingrup Junior Football Clubs have requested waiving of the Pavilion Hire fees for their upcoming Great Southern Junior Football Carnival. This would result in a potential loss of revenue to the Shire of \$211.00.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Objective	Social Objective - A valued, healthy and inclusive community and lifestyle
Outcome	6. An engaged, supportive and inclusive community
Strategies	6.3 Actively promote and support local events and activities for the community

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14046

Moved: Cr Lloyd
Seconded: Cr Kuchling

That Council:

Approve the request to waive Pavilion hire fees totaling \$211.00 for the Lake Grace/Pingrup Junior Football Club who are hosting Great Southern Junior Football Carnival to be held on 15th June 2025.

CARRIED: 7/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke
Against: Nil

14.4.5 REQUEST FOR WAIVING OF HALL HIRE FEES – LAKE GRACE DHS P&C

Applicant	Lake Grace DHS P&C
File No.	0080
Attachments	Letter from Lake Grace DHS P&C
Author	Kylie Armanasco – Administration & Records Officer
Disclosure of Interest	Nil
Date of Report	16 May 2025
Senior Officer	Aaron Wooldridge – Deputy Chief Executive Officer

Summary

For Council to consider the request to have the Lake Grace Hall hire fees waived for the P&C Trivia Night being held on Saturday 19th July 2025.

Background

Lake Grace DHS P&C are a group of parents and community members whose purpose is to provide the local school with a canteen and uniform shop. By creating events to fundraise money, the P&C contributes to the school community with financial support that is used towards purchasing of new equipment and providing upgrades of items for both teacher and student use.

Comment

Lake Grace DHS P&C are holding a fundraising event to help cover costs for a new fridge and freezer for the school canteen, as well as the purchase of a new TV, installation and cabinetry to house the TV in the undercover area. The P&C is a vital part of the school community in which it helps to provide the school with financial assistance, which is a benefit to both students and teachers as well as the whole school community.

Lake Grace DHS P&C are hoping to secure the venue while aligning with their budgetary constraints. Projected ticket sales will cover majority of their costs, but the committee are hoping to keep the ticket costs low and attainable for the community.

Remaining costs borne by the committee: \$150 Hall Bond with alcohol, \$26 Key hire bond and a \$7.00 Liquor Permit to consume alcohol at a Council facility.

The Shire have not contributed to this event as part the 2024/25 Community Grant Program.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Amber McPherson – Administration Support Officer, Rates & Debtors

Financial Implications

Lake Grace DHS P&C have requested waiving of the Hall Hire fees for their upcoming Trivia Night. This would result in a potential loss of revenue to the Shire of \$105.00.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Objective	Social Objective - A valued, healthy and inclusive community and lifestyle
Outcome	6. An engaged, supportive and inclusive community
Strategies	6.3 Actively promote and support local events and activities for the community

Voting Requirements

Simple majority

Cr Clarke declared a Proximity Interest.

RECOMMENDATION / RESOLUTION

RESOLUTION 14047

Moved: Cr Chappell
Seconded: Cr Hunt

That Council authorises Cr Clarke to remain in the meeting and take part in discussion but may not vote.

CARRIED 6/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde
Against: Nil

RECOMMENDATION / RESOLUTION

RESOLUTION **14048**

Moved: **Cr Hyde**

Seconded: **Cr Kuchling**

That Council:

Approve the request for waiving of Hall hire fees totaling \$105.00 for the Lake Grace DHS P&C who are hosting the P&C Trivia Night event being held on 19th July 2025.

VOTING TIED: **3/3**

In accordance with section 5.21 (3) of the *Local Government Act 1995* the presiding member is required to cast a second vote.

CARRIED **4/3**

For: **Cr Armstrong, Cr Armstrong second vote, Cr Kuchling, Cr Hyde**

Against: **Cr Lloyd, Cr Hunt, Cr Chappell**

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – APRIL 2025

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	7 May 2025
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of April 2025.

Background

List of payments for the month of April 2025 through the Trust and Municipal accounts are attached.

Comment

In accordance with the requirements of the Local Government Act 1996, a list of creditors and Credit cards and Fuel Cards transactions is to be completed for each month showing:

- (a) The payee's name
- (b) The amount of the payment
- (c) Sufficient information to identify the transaction
- (d) The date of payment

The attached list meets the requirements of the Financial Management Regulations.

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 12

Local Government (Financial Management) Regulations 1996 – Reg 13 and Reg 13A

Policy Implications

Policy 3.6 - Authorised Use of Credit Card/Fuel Cards

Policy 3.7 - Purchasing Policy

Consultation

Nil

Financial Implications

The list of creditors paid for the month of April 2025 from the Trust and Municipal accounts
Total \$1,020,296.70

Strategic Implications

This aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14049**

Moved: **Cr Kuchling**
Seconded: **Cr Hyde**

That Council ratify the list of payments totalling \$1,020,296.70 as presented for the month of April 2025 incorporating:

Payment Method	EFT/DD Number	Amount
Trust	EFT27884	\$100.00
Electronic Funds Transfers	EFT27883 – EFT27986	\$952,037.86
Direct Debits	DD11385.1 – DD11401.12	\$63,146.79
Fuel Cards	EFT27917	\$2,665.42
Credit Cards	DD11390.2	\$2,346.63
	TOTAL	\$1,020,296.70

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**
Against: **Nil**

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE April 2025

This Schedule of Accounts to be passed for payment, covering

Payment Method	EFT/DD Number	Amount
Trust	EFT27884	\$100.00
Electronic Funds Transfers	EFT27883 – EFT27986	\$952,037.86
Direct Debits	DD11385.1 – DD11401.12	\$63,146.79
Fuel Cards	EFT27917	\$2,665.42
Credit Cards	DD11390.2	\$2,346.63
	TOTAL	\$1,020,296.70

to the Trust and Municipal Account, totalling \$1,020,296.70 which were submitted to each member of the Council on 28 May 2025, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

Alan George
CHIEF EXECUTIVE OFFICER

14.5.2 FINANCIAL REPORTS – 30 APRIL 2025

Applicant	Internal Report
File No.	0275
Attachments	• Monthly Financial Reports • Bank Reconciliations – 30 April 2025
Author	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
Disclosure of Interest	Nil
Date of Report	30 April 2025
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 30 April 2025 and Bank Reconciliations for the month ending 30 April 2025.

Background

The provisions of the Local Government (Financial Management) Regulations 1996 require a monthly financial report to be presented at an Ordinary Council meeting within two (2) months of the period end date.

Comment

As of 30 April 2025, operating revenue was slightly over the target by \$166,663 (2.10%), mostly due to Grants, subsidies and contributions: additional portion of 23/24 DFES "Emergency Services" grant and "NearMiss Lake Grace Intersection Monitoring" grant.

Operating expenditure is below YTD budget by \$1,181,126 (8.13%), mainly due to Materials and contracts being down due to delays in operating jobs.

Investing activities revenue is below the target by \$356,154 (13.72%). Proceeds from capital grants are below budget due to some of the "Local Roads & Community" projects income being lower than predicted.

Investing activities expenditure is below the budget by 3,173,326 (35.81%). Payments for property, plant and equipment, and Infrastructure are below the target due to some portion of Capital projects not being initiated as yet (37.88%) or in an early stage of completion.

Cash at bank is similar to the corresponding period last year. An investment agreement is in place for an Overnight Cash Deposit with WA Treasury Corporation for a total of \$3,888,499, as well as 2 term deposits invested in CBA – a total of \$8,246,089.

Outstanding rates are tracking well and have recovered 98.8% to date.

The General debtor is \$155,811 with no major outstanding debts to follow up.

The monthly financial reports include the accompanying Local Government special purpose financial statements for the Shire of Lake Grace, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30 April 2025. The financial statements have

been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

The Shire of Lake Grace is responsible for the information contained in the financial statements and is responsible for maintenance of an appropriate accounting system in accordance with relevant legislation.

Legal Implications

Section 6.4 of the Local Governments Act 1995 provides for the preparation of financial reports.

In accordance with Regulation 34(5), a report on variances greater than the materiality threshold (\$10,000 and 10% whichever is greater) must be compiled and adopted by Council. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

Policy Implications

Nil

Consultation

Internal Mrs Tegan Hall – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14050**

Moved: **Cr Chappell**
Seconded: **Cr Hyde**

That Council in accordance with *Regulation 34* of the *Local Government (Financial Management) Regulations 1996* receives the attached:

1. Statements of Financial activity for the period ended 30 April 2025 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 30 April 2025.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**
Against: **Nil**

14.5.3 APPROVAL FOR WRITE OFF OF PENALTY INTEREST INCURRED ON OUTSTANDING RATES

Applicant	Internal Report
File No.	A6652 – Lot 215 Newdegate-Ravensthorpe Road
Attachments	Nil
Author	Amber McPherson
Disclosure of Interest	Nil
Date of Report	20 May 2025
Senior Officer	Tegan Hall

Summary

For Council to approve the write-off of \$261.64 penalty interest incurred on A6652 - Lot 215 Newdegate-Ravensthorpe Road, Newdegate prior to subdivision (new assessment A6926).

Background

Advice of Sale for this property was initially received 26 July 2023 with Lot 215 of Deposited Plan 73436 selling from Lynette & Peter Kennedy to Co-operative Bulk Handling Limited with an effective settlement date of 1 August 2023. Due to rates processes being actioned externally, the Advice of Sale was uploaded to ReadyTech (formerly known as IT Vision) ticket IVH-47985 to be actioned.

Lot 215 was amalgamated with multiple parcels of land, therefor a subdivision request was submitted to Landgate requesting for separate valuations. At the time, Landgate were inundated and were advising an expected wait time up to 6 months for revaluation completions.

Multiple follow-up emails were sent requesting for updates on the matter with no responses received. Due to the amount of time that had passed, and with penalty interest accruing daily, this property was approved to be excluded from interest calculations on 16/08/2024 by the Manager of Corporate Services and the ratepayer was advised to pay a portion of the 2024/25 rates.

Comment

The author attended a conference with guest speakers from Landgate in February 2025 voicing concerns regarding the period that had passed without response or new valuations. Advice was given that forwarded emails with initial request somehow get lost in their emailing system and to contact one of the speakers directly who would investigate the matter.

New valuations were received on RUV Schedule R2025/2 in February 2025 but not processed by ReadyTech until the 6th of May 2025.

Legal Implication

NIL

Policy Implications

Policy 3.9 Outstanding Rates Debtors

Consultation

Internal: Tegan Hall – Manager of Corporate Services
Nicola Kuchling – Finance Officer – Payroll, Creditors & Receipting

External Anita Sewell (ReadyTech) – Implementation Consultant – Rates and
Property

Financial Implications

A loss of revenue of \$261.64 will occur with the write-off of penalty interest.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14051

Moved: Cr Clarke

Seconded: Cr Hyde

That Council pursuant to *S6.12(c) of the Local Government Act 1995*, write off \$261.64 penalty interest accrued on A6652 – Lot 215 Newdegate-Ravensthorpe Road, Newdegate (new assessment A6926).

CARRIED 7/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke

Against: Nil

14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – MAY 2025

Applicant	Internal Report
File No.	Nil
Attachments	Information Bulletin Cover Page Only
Author	Alex Adams - Executive Assistant
Disclosure of Interest	Nil
Date of Report	23 April 2025
Senior Officer	Mr Aaron Wooldridge - Deputy Chief Executive Officer

Summary

The purpose of the Information Bulletin is to keep Elected Members informed on matters of interest and importance to Council.

Background / Comment

The Information Bulletin Reports deal with monthly standing items and other information of a strategic nature relevant to Council. Copies of other relevant Councillor information are distributed via email.

The May 2025 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report

External Organisations

- WALGA Central Country Zone Meeting Minutes April 2025
- Newdegate Library & CRC Management Committee Meeting Minutes 8 May 2025
- Newdegate Swimming Pool Management Committee Meeting Minutes 8 May 2025
- Lake King Progress Association Meeting Minutes April 2025
- Roe Tourism Meeting minutes May 2025

Circulars, Media Releases, Newsletters, Letters

- Community Newsletters as circulated via email

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
Outcome	9	An efficient and effective organisation
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14052**

Moved: **Cr Lloyd**
Seconded: **Cr Clarke**

That Council accepts the Information Bulletin Report for May 2025.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**
Against: **Nil**

17.0 CONFIDENTIAL ITEMS AS PER LOCAL GOVERNMENT ACT S5.23 (2)

RECOMMENDATION / RESOLUTION

RESOLUTION **14053**

Moved: **Cr Kuchling**
Seconded: **Cr Chappell**

That Council meet behind closed doors to consider the confidential item(s) in accordance with Section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015.

17.1 – CEO Performance Review

These items and any attachments are confidential in accordance with Section 4.23(2)(a) of the Local Government Act 1995.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**
Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **14054**

Moved: **Cr Hunt**
Seconded: **Cr Kuchling**

That Council accept the recommendation contained in Confidential Item 17.1 – CEO Performance Review.

Voting requirements:
Absolute Majority

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**
Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **14055**

Moved: **Cr Chappell**
Seconded: **Cr Lloyd**

That Council move out from behind closed doors and continue the meeting.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**
Against: **Nil**

18.0 DATE OF NEXT MEETING – 25 JUNE 2025

The next Ordinary Council Meeting is scheduled to take place on Wednesday 25 June 2025 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire President closed the meeting at 4.03 pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the minutes of the Meeting held on Wednesday 28 May 2025 as shown were confirmed as a true record of the meeting.

Signature

Date